



The Human Development Center, Inc. Policy & Procedure	Policy #206	
<input checked="" type="checkbox"/> Milw County <input checked="" type="checkbox"/> T19	Effective Date: 06/01/2011	Subject: CONFIDENTIALITY / EXCHANGE OF INFORMATION

I. POLICY

It is the policy of The Human Development Center, Inc, that all client information which includes written or verbal information remains confidential. Client identities and/or specific information shall be considered confidential and may only be given/received/shared with authorized persons on youths team such as guardian, school staff, therapists, care-coordinator, service provider, etc. Exceptions to this rule are listed under Chapter HFS 92.04 “Disclosure Without Informed Consent” and the Mental Health Act-Chapter 51.03(4)(b). Another exception to confidentiality is when there is a professional duty to warn potential victims to protect their safety from a client who has expressed a clear and willful intent to injure or harm them during a one on one session.

Client identities and client specific information are not to be removed from HDC’s quality assurance department, except unless it is necessary by a job responsibility. Breaches of confidentiality place HDC in legal jeopardy. Due to the seriousness of client protection, a provider who breaches confidentiality shall be immediately terminated.

II. PROCEDURE

A. Authorization for Release of Information

1. Client identity and specific information may only be discussed with or released to the individuals listed on the signed **Consent for Disclosure of Confidential Information** page of service providers consent packet. This page must be completed and signed by parent/guardian before any information can be given/received/shared.

B. Photographing Clients

1. There should absolutely be no taking of any photos of a client service provider is providing services to.
If it is discovered that an inappropriate photo has been taken of a service recipient, immediate termination will occur

It is the service provider’s obligation to protect and promote each client’s right to privacy. Invasion of privacy may form the basis for criminal or civil liability.

2. Posting photographs of clients to social networking sites is completely inappropriate and is a breach of confidentiality. Posting client pictures to these sites shall result in immediate termination.